

5 FAH-1 H-220 PRECEDENCE DESIGNATORS/ADDRESSEES

(TL:CH-2; 05-30-1998)

5 FAH-1 H-221 GENERAL

(TL:CH-2; 05-30-1998)

a. The Department uses five standard precedence designators in accordance with National Communications System standards:

- (1) FLASH
- (2) NIACT IMMEDIATE
- (3) IMMEDIATE
- (4) PRIORITY
- (5) ROUTINE

b. Use precedence designators on telegrams to indicate the processing order. FLASH telegrams are always handled first, NIACT IMMEDIATE next, followed by IMMEDIATE, PRIORITY, and ROUTINE last. The action precedence describes relative urgency of the telegram to the action addressees; the information precedence does the same thing for the information addressees. The precedence assigned to information addressees may not be higher than the one assigned to action addressees. Since the subject matter determines how urgent a telegram is, routine material with imminent deadlines must not be upgraded to a higher precedence simply to expedite the material. When telegrams are processed, a DTG is assigned then and never changes.

c. FLASH or NIACT IMMEDIATE designators require that communications personnel be notified to reopen the communications center to receive the telegram if the center is closed; so carefully evaluate the urgency of a message when assigning precedence designators.

d. Do not assign FLASH or NIACT IMMEDIATE to information addressees.

5 FAH-1 H-222 TYPES OF PRECEDENCE DESIGNATORS

5 FAH-1 H-222.1 FLASH

(TL:CH-2; 05-30-1998)

a. The FLASH designator is reserved for the most urgent telegram transmitting vital information regarding foreign relations and emergencies that require instant action by the addressee regardless of the time of day or night. If a detailed message requires FLASH handling, briefly summarize highlights in a few sentences and follow up with details in a lower precedence telegram.

b. The following examples demonstrate the use of the FLASH precedence:

From the Department FLASH PARIS, ROME FLASH, BONN FLASH
From Post: AMEMBASSY PARIS, FLASH AMEMBASSY ROME, FLASH
AMEMBASSY BONN, FLASH

5 FAH-1 H-222.2 NIACT IMMEDIATE

(TL:CH-2; 05-30-1998)

NIACT IMMEDIATE telegrams are extremely urgent telegrams that require reopening of communication channels after duty hours. This designator must not be used for information addressees. All NIACT IMMEDIATE telegrams must contain a paragraph labeled "NIGHT ACTION REQUIRED." On a short telegram this should be the first paragraph and on a longer telegram this paragraph must specify the following:

- (1) What NIACT ACTION is required;
- (2) Why action cannot wait until the opening of business the next working day;
- (3) Who in the Department or at addressee post is expected to take action.

Whenever possible, drafting officers should draft this paragraph in an unclassified manner so that the senior watch officer in the Department or the duty officer at post may discuss action required over an open line.

5 FAH-1 H-222.3 IMMEDIATE

(TL:CH-2; 05-30-1998)

IMMEDIATE telegrams transmit important matters requiring immediate attention or action. The subject matter does not warrant recalls after normal working hours but must be among the first items processed on the next business day.

Example—Department: IMMEDIATE TOKYO, SINGAPORE IMMEDIATE

Example—Post: SECSTATE WASHDC, IMMEDIATE
AMCONSUL DUBAI, IMMEDIATE

5 FAH-1 H-222.4 PRIORITY

(TL:CH-2; 05-30-1998)

a. Priority telegrams require quick action and prompt delivery over routine telegrams. The PRIORITY designator is the highest precedence designator for most telegrams requiring fast delivery.

b. Each post establishes procedures for processing and delivering priority telegrams received during nonworking hours.

c. Use in the same manner as "IMMEDIATE," substituting the word "PRIORITY."

5 FAH-1 H-222.5 ROUTINE

(TL:CH-2; 05-30-1998)

ROUTINE telegrams are not urgent enough to justify a higher precedence designator. Most telegrams fall in this category for delivery without delay. In the Department use the "ROUTINE" designator only once in the precedence field. At posts overseas do not use a precedence designator for routine telegrams.

Example:

Department: ROUTINE PARIS, ROME, LONDON

Post: AMEMBASSY PARIS SECSTATE WASHDC

5 FAH-1 H-223 ADDRESSING TELEGRAMS

5 FAH-1 H-223.1 Single-Address Telegram

(TL:CH-2; 05-30-1998)

a. Address telegrams to action or information addressees. Addressees vary and are used in conjunction with precedence designators to prioritize. Prepare telegrams using one of the following address types:

(1) To Post from the Department--enter the name of the post in the "Action Addressee" field.

(2) To the Department from Post or Between Posts--Address telegram to "SECSTATE WASHDC"; to another post, use the appropriate telegraphic form, i.e., AMEMBASSY, AMCONSUL, etc.

b. See 5 FAH-1 H-223 Exhibit-H-223.1 for a sample single-address telegram.

5 FAH-1 H-223.2 Multiple-Address Telegram

(TL:CH-2; 05-30-1998)

a. Use a multiple-address telegram to send to two or more addressees, which may consist of a combination of action or information addressees (see 5 FAH-1 H-223 Exhibit H-223.2).

b. In the Department enter the names of action and information posts in "Action Addresses" or "Information Addresses" field as appropriate.

c. At post use the telegraphic form for all action and information addressees.

5 FAH-1 H-223.3 Military Addressees

(TL:CH-2; 05-30-1998)

a. From the Department enter only the authorized military addresses (from the list in the Communications Center (IM/MSO/MPD/MSMC) in the action/information fields of the telegram. Other military addresses must be listed on a separate page (white bond) requesting that IM/MSO/MPD/MSMC treat as "additional addressees."

Example: USCINCEUR VAIHINGEN GE//P403/P401//PRIORITY

b. At post the attention indicators, internal office distribution symbols, and identification indicators on military formatted telegrams may be placed as a part of the address in accordance with military procedures. However, two oblique symbols (//) must separate the addressee and office symbols and appear after the indicator symbols (contact the post IPC for guidance). This requirement allows both Defense Communication System (DCS) and Diplomatic Telecommunication Service (DTS) formats through automated communications switching centers.

5 FAH-1 H-223.4 Collective Addresses (Collectives)

(TL:CH-2; 05-30-1998)

a. The collective address telegram is a message that transmits information to specific groups of posts or all posts worldwide under a single address. This eliminates a long list of addressees. **Note:** Do not repeat a telegram to an addressee that was included under the designated collective. All collective addresses from the Department and post must be taken from the approved list of Department collectives. Contact IRM/OPS/MSO/MSMC/CIB, Help Desk (202-647-8845) for a current list of collectives.

b. To request that a collective be established, send written justification, a recommended list of addressees (the minimum number of addressees to establish a Department collective is 12), a suggested name/title, and a five-letter acronym that designates Department collectives to the authorizing bureau for approval. Explain why a collective on the current list is not suitable and state specifically what the proposed collective will be used for. After authorization from the Bureau, the request will be forwarded to the Chief of the Communications Center (IRM/OPS/MSO). If a proposed collective contains a SEP post, approval is required from that post's parent geographic bureau prior to its addition to the collective.

c. Drafters using PC or VS systems may set up glossaries to create addressee patterns to use on a continuing basis. This would apply to addressee patterns that do not qualify for the minimum (12) addressees to establish a collective.

d. If IRM/OPS/MSO approves the request, the originating office is responsible for drafting a telegram notifying the posts involved in the proposed collective. Include in the telegram what the collective will be used for, including the average amount of telegraphic traffic the collective will generate. Also state in the telegram that "all posts listed above have ten working days to respond to the originating office if they do not wish to be included in the collective." Be sure to include IRM/OPS/MSO in the clearance process.

e. To request that a Collective be amended (adding/deleting addressees) the requesting post must notify the respective Bureau for approval. If the request is authorized, the Bureau will notify IRM/OPS/MSO by memorandum requesting that the Collective be amended.

f. A collective must precede all other listed posts in both action and information fields. The collective SPECIAL EMBASSY PROGRAM must be spelled out.

Example: IMMEDIATE ALDAC, SPECIAL EMBASSY PROGRAM

g. Modify collectives from the Department by deleting certain posts from the assigned address. To exempt a post from a collective, use XMT and list the post(s) to be deleted.

Example: IMMEDIATE ALDAC, XMT PARIS, LONDON, ROME

5 FAH-1 H-223.5 Pouch Mail Addresses

(TL:CH-2; 05-30-1998)

a. Telegrams may be sent from the Department by pouch. List each pouch addressee on the action or information line preceded by ZEN. If more space is needed, place additional action or information addressees on a separate sheet of bond paper. **NOTE:** IRM/OPS/MSO/MSMC will only pouch telegrams to posts on minimize. Drafters who want to pouch telegrams to collective addresses or other field posts are responsible for preparation and delivery to their mail room for onward transmission.

b. Do not send telegrams by pouch from post to the Department or between posts, unless special arrangements have been made. After special arrangements, place the word "POUCH" immediately after each pouch addressee.

Example: ZEN/CAIRO POUCH ZEN/TEL AVIV POUCH

5 FAH-1 H-223.6 Special Addresses

(TL:CH-2; 05-30-1998)

a. Prepare single-address telegrams to AIT TAIPEI by placing "AIT TAIPEI" in the action field. Unless the telegram is drafted by AIT/WASHINGTON, do not include "FROM AIT/WASHDC" on the address or captions line. Telegrams from AIT/WASHINGTON will be from SECSTATE WASHDC, but will show the attention indicator "FROM AIT/W" on the captions line. (See 5 FAH-1 H-215.2-2 for proper clearance procedures.)

b. Send telegrams for AIT KAOHSIUNG to AIT TAIPEI with the attention indicator "FOR AIT KAOHSIUNG" in the Caption field.

c. If AIT TAIPEI is one of more than two action or information addressees, enter as: AIT TAIPEI FROM SECSTATE.

d. Use Form OF-187 to repeat a telegram to additional addressees (see 5 FAH-1 H-214).

5 FAH-1 H-224 THROUGH H-229 UNASSIGNED

5 FAH-1 H-223 Exhibit H-223.1
SINGLE-ADDRESS TELEGRAM—
DEPARTMENT

(TL:CH-2; 05-30-1998)

INITIALS
APPR: HSB
DRAFT: JMD
CLR1: EFS
CLR2: KTC
CLR3: MDG

UNCLASSIFIED

IRM/AP/IAP/RG:JMDOE:JDF
01/30/97 (202) 647-0000
A/IM/RM:HSBLOOM

IRM/AP/IAP:EFSONG IRM/OPS/MSO:KTCATCH
IRM/OPS/CST:MDGOOD

ROUTINE LUSAKA

IM CHANNEL

E.O. 12958: N/A

TAGS: AINF

SUBJECT: OUTGOING SINGLE-ADDRESS TELEGRAMS

REF: A. LUSAKA 04041 B. STATE 124678

1. THIS EXHIBIT SHOWS A SINGLE-ADDRESS UNCLASSIFIED TELEGRAM WITH A ROUTINE PRECEDENCE INDICATOR. FOLLOW THE INSTRUCTIONS IN 5 FAH-1 H-223.1 FOR PREPARING THE SINGLE-ADDRESS TELEGRAM. ENTER THE RELEVANT INFORMATION IN THE VARIOUS FIELDS IN ACCORDANCE WITH 5 FAH-1 H-233, FORMATTING TELEGRAMS.

2. TYPE TEXT IN BLOCK STYLE, TWO LINES BELOW THE SUBJECT OR REFERENCE LINE. NUMBER PARAGRAPHS CONSECUTIVELY. BE SURE TO ADD THE END OF TEXT SYMBOL (YY) TO INDICATE THAT NO MORE TEXT FOLLOWS. OBTAIN PROPER CLEARANCE AND APPROVAL BEFORE FORWARDING TO THE COMMUNICATIONS CENTER FOR PROCESSING.

3. DIRECT QUESTIONS TO IRM/OPS/MSO/MSMC/CIB AT 202 647-8845. YY

UNCLASSIFIED

5 FAH-1 H-223 Exhibit H-223.2
MULTIPLE-ADDRESS TELEGRAM—
DEPARTMENT

(TL:CH-2; 05-30-1998)

INITIALS

APPR: HSB
DRAFT: JMD
CLR1: EFS
CLR2: KTC
CLR3: MDG

UNCLASSIFIED

IRM/AP/IAP/RG:JMDOE
01/30/96 (202) 647-0000
IRM/AP:HSBLOOM

IRM/AP/IAP/RG:EFSONG IRM/OPS/MSO/MSD:KTCATCH
IRM/OPS/CST:MDGOOD

PRIORITY LONDON, TUNIS PRIORITY, BONN PRIORITY
WELLINGTON, BRUSSELS
PRIORITY LUSAKA

IM CHANNEL

E.O. 12958: N/A

TAGS: AINF

SUBJECT: PREPARING MULTIPLE-ADDRESS TELEGRAMS

REF: TUNIS 1993

1. THIS EXHIBIT SHOWS THE PROPER FORMAT FOR PREPARING A MULTIPLE-ADDRESS TELEGRAM TO TWO OR MORE POSTS.

2. ENTER THE APPROPRIATE PRECEDENCE DESIGNATORS FOR THE FIRST ACTION AND THE FIRST INFORMATION ADDRESSEES IN THE ACTION AND INFO PRECEDENCE FIELDS. PRECEDENCE DESIGNATORS HIGHER THAN "ROUTINE" MUST BE REPEATED AFTER EACH ADDITIONAL POST.

3. FOLLOW INSTRUCTIONS IN 5 FAH-1 H-223.2 FOR THE
MULTIPLE-ADDRESS TELEGRAM AND 5 FAH-1 H-230 FOR TELEGRAM
GENERAL PREPARATION INSTRUCTIONS.

4. BE SURE TO OBTAIN PROPER CLEARANCE AND APPROVAL BEFORE
FORWARDING TO THE COMMUNICATIONS CENTER FOR PROCESSING.
DIRECT QUESTIONS TO IRM/OPS/MSO/MSMC AT 202 647-8845. YY
UNCLASSIFIED